

CITY OF ELK HORN, IOWA

INDEPENDENT ACCOUNTANT'S REPORT
ON APPLYING AGREED-UPON PROCEDURES

FOR THE PERIOD
JULY 1, 2014 THROUGH JUNE 30, 2015

CITY OF ELK HORN, IOWA
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CITY OF ELK HORN, IOWA
OFFICIALS
June 30, 2015

<u>Name</u>	<u>Title</u>	<u>Term Expires</u>
Stan Jens	Mayor	January, 2016
Tim Fredericksen	Council Member	January, 2016
Nate Potts	Council Member	January, 2016
Sue Mardesen	Council Member	January, 2016
Jimmy McCarthy	Council Member	January, 2018
Paul Hansen	Council Member	January, 2018
(Resigned December, 2015)		
Alissa LaCanne	City Clerk	Indefinite

Gronewold, Bell, Kyhnn & Co. P.C.

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INDEPENDENT ACCOUNTANT'S REPORT ON APPLYING AGREED-UPON PROCEDURES

To the Honorable Mayor
and Members of City Council

We have performed the procedures enumerated below which were established pursuant to Chapter 11.6 of the Code of Iowa enacted by the Iowa Legislature to provide oversight of certain Iowa cities. Accordingly, we have applied certain tests and procedures to selected accounting records and related information of the City of Elk Horn for the period July 1, 2014 through June 30, 2015. The City of Elk Horn's management, which agreed to the performance of the procedures performed, is responsible for the City's records.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants and the standards for attestation engagements contained in Government Auditing Standards, issued by the Comptroller General of the United States. The sufficiency of these procedures is solely the responsibility of those parties specified in the report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

The procedures we performed are summarized as follows:

1. We reviewed selected City Council meeting minutes for compliance with Chapters 21, 372.13(6) and 380 of the Code of Iowa.
2. We reviewed the City's internal controls to determine if proper control procedures are in place and incompatible duties, from a control standpoint, are not performed by the same employee.
3. We reviewed security bond coverage for compliance with Chapter 64 of the Code of Iowa.
4. We obtained and reviewed the City Clerk's financial reports and selected bank reconciliations to determine whether the bank balances properly reconciled to the general ledger account balances and monthly financial reports provided to the City Council.
5. We reviewed City funds for consistency with the City Finance Committee's recommended uniform chart of accounts and to determine required funds and fund balances are properly maintained and accurately accounted for.
6. We reviewed the City's fiscal year 2015 Annual Financial Report to determine whether it was completed and accurately reflects the City's financial information.

To the Honorable Mayor
and Members of City Council

7. We reviewed investments to determine compliance with Chapter 12B of the Code of Iowa.
8. We reviewed compliance with Chapters 12C.2, 12B.10B and 556.1(12) of the Code of Iowa pertaining to required depository resolutions, investment policy and reporting of unclaimed property to the State of Iowa.
9. We reviewed debt, including general obligation and revenue bonds/notes, and related transactions for proper authorization and compliance with Chapters 75, 384 and 403.9 of the Code of Iowa and to determine whether the debt and related proceeds and repayments were properly accounted for.
10. We reviewed and tested selected tax increment financing (TIF) transactions, including receipts, disbursements and transfers, for compliance and accurate accounting, including compliance with the TIF reporting requirements of Chapter 384.22 of the Code of Iowa.
11. We reviewed the City's TIF debt certification forms filed with the County Auditor, including requests for collection of reduced TIF amounts and to decertify certain TIF obligations, as applicable, for proper support and compliance with Chapter 403.19(6) of the Code of Iowa.
12. We reviewed and tested selected receipts for accurate accounting and consistency with the recommended chart of accounts.
13. We reviewed and tested selected disbursements for proper approval, adequate supporting documentation, accurate accounting and consistency with the recommended chart of accounts and compliance with the public purpose criteria established by Article III, Section 31 of the Constitution of the State of Iowa.
14. We reviewed transfers between funds for propriety, proper authorization and accurate accounting.
15. We reviewed and tested selected payroll and related transactions for propriety, proper authorization and accurate accounting.
16. We reviewed the annual certified budget for proper authorization, certification and timely amendment.

Based on the performance of the procedures described above, we identified various recommendations for the City. Our recommendations are described in the Detailed Recommendations section of this report. Unless reported in the Detailed Recommendations, items of non-compliance were not noted during the performance of the specific procedures listed above.

We were not engaged to and did not conduct an audit of the City of Elk Horn, the objective of which is the expression of opinions on the City's financial statements. Accordingly we do not express opinions on the City's financial statements. Had we performed additional procedures, or had we performed an audit of the City of Elk Horn, additional matters might have come to our attention that would have been reported to you.

To the Honorable Mayor
and Members of City Council

This report, a public record by law, is intended solely for the information and use of the officials, employees and citizens of the City of Elk Horn, Iowa and other parties to whom the City of Elk Horn may report. This report is not intended to be and should not be used by anyone other than these specified parties.

We would like to acknowledge the many courtesies and assistance extended to us by personnel of the City of Elk Horn during the course of our agreed-upon procedures. Should you have any questions concerning any of the above matters, we shall be pleased to discuss them with you at your convenience.

Connewick, Ben, Kuhn & Co. P. C.

Atlantic, Iowa
January 14, 2016

DETAILED RECOMMENDATIONS

CITY OF ELK HORN, IOWA

Detailed Recommendations

For the period July 1, 2014 through June 30, 2015

- (A) Segregation of Duties - One important aspect of internal control is the segregation of duties among employees to prevent an individual employee from handling duties which are incompatible. Generally, one individual has control over each of the following areas for the City:

- (1) Cash - handling, reconciling and recording.
- (2) Receipts - opening mail, collecting, depositing, journalizing, reconciling and posting.
- (3) Disbursements - purchasing, invoice processing, check writing, mailing, reconciling and recording.
- (4) Payroll - recordkeeping, preparation and distribution.
- (5) Utilities - billing, collecting, depositing and posting.
- (6) Financial reporting - preparing and reconciling.
- (7) Journal entries - preparing and journalizing.

Recommendation - We realize segregation of duties is difficult with a limited number of employees. However, the City should review its control procedures to obtain the maximum internal control possible under the circumstances utilizing currently available staff, including elected officials. Independent reviews of reconciliations should be evidenced by the signature or initials of the reviewer and the date of the review.

- (B) Bank Reconciliations - The cash and investment balances in the City's general ledger were reconciled to bank and investment account balances throughout the year; however, due to timing of Council meetings and availability of account statements, the unreconciled balances were reported to the Council.

Recommendation - The City should establish procedures to ensure the reconciled bank and investment account balances are reported to the Council monthly. An independent person should review the reconciliations and document the review by signing or initialing and dating the monthly reconciliations.

- (C) Deposits - The City has not adopted a resolution naming official depositories by the City Council as required by Chapter 12C.2 of the Code of Iowa.

Recommendation - The City Council, by resolution, should approve amounts sufficient to cover anticipated balances at all approved depositories as required by Chapter 12C.2 of the Code of Iowa.

- (D) Certified Budget - Disbursements during the year ended June 30, 2015 exceeded the amounts budgeted in the public works function. Chapter 384.20 of the Code of Iowa states, in part, "Public monies may not be expended or encumbered except under an annual or continuing appropriation."

Recommendation - The budget should have been amended in accordance with Chapter 384.18 of the Code of Iowa before disbursements were allowed to exceed the budget.

CITY OF ELK HORN, IOWA

Detailed Recommendations - Continued

For the period July 1, 2014 through June 30, 2015

- (E) Deficit Balance - The Insurance Levy Fund had a deficit cash balance at year end.

Recommendation - The City should make appropriate transfers to eliminate the deficit cash balance.

- (F) Payment of General Obligation Bonds - Principal and interest on the City's general obligation water and sewer bonds were paid from the Enterprise, Water Fund and Enterprise, Sewer Fund. Chapter 384.4 of the Code of Iowa states, in part, "Moneys pledged or available to service general obligation bonds, and received from sources other than property tax, must be deposited in the debt service fund."

Recommendation - The City should transfer from the Enterprise, Water Fund and Enterprise, Sewer Fund to the Debt Service Fund for future funding contributions. Payments on the bonds should be made from the Debt Service Fund as required.

- (G) Transfers - The City's records show that transfers between funds are not being properly recorded in the general ledger accounts of the funds, causing the individual funds to be out of balance.

Recommendation - The City should properly record all transfers in the general ledger accounts of the funds, and make correcting entries for unrecorded prior transfers to get fund trial balances back in balance.

- (H) Approval of Salaries and Wages - The City has not documented in the minutes the approved salaries and wages for all City employees, and does not approve employee time cards prior to payment.

Recommendation - The City should document annually in the minutes the approved salaries and wages for all City employees. Any adjustments to the approved salaries and wages during the year should be documented in dollar amounts and not just a percentage change. In addition, the City should document approval of all employee time cards prior to payment.

- (I) TIF Disbursements - The City did not maintain adequate records to document that TIF receipts were disbursed for the proper purpose.

Recommendation - The City should maintain proper documentation to support TIF disbursements are being made for the proper purpose.

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